

training courses are reported to guidance teachers.

In order to assist youths to identify abilities and interests, recourse is often had to test results or performance records. In many places, schools provide this information. In other instances, use is made of testing services available in the community, or at NES in 17 of the larger centres.

NES uses standard tests to establish general levels of learning ability, aptitudes and interests, the results of which are used as in-service aids to counsellors. Plans exist to extend the testing program to all local offices.

### *NES and employer*

NES has direct contact with all employers in the community; it gathers facts about industry and occupations. It receives millions of orders yearly from employers seeking employees. It maintains contact with associations of workers, with other federal government bodies, and with provincial and municipal authorities. It maintains a national clearance system that facilitates transfer of individuals with skills to areas in which those skills are required. It has trained staff who largely devote their time to selection and placement.

NES believes it has a worthwhile service for today's youth to assist them to become happy, well-adjusted, productive members of the labour force. It offers these services to schools with the sole purpose of assisting Canadian youth to make their proper contribution to the national economy.

ROGER DONAGHE, P.S.M.  
Queen's Printer and Controller of Stationery  
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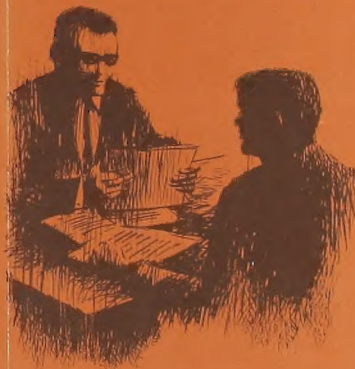
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# *Message to guidance teachers*

NES SERVICE TO YOUTH



NATIONAL EMPLOYMENT SERVICE

## *working together*

Choosing a vocation in a technical, work-centered society is a weighty problem for today's youth. In a labour market where demand is constantly changing, the young applicant, if he is to choose wisely, needs expert help. That this is so is attested to by growing recognition of the important work being done by vocational guidance teachers.

The National Employment Service also has an interest in this field and this pamphlet is being published to describe the NES service to youth and to further the co-operation that now exists between guidance teachers and NES. It suggests that the knowledge and experience of NES officers is valuable to guidance teachers, just as the knowledge and experience of guidance teachers is valuable to NES. By working together, both will be able to do their jobs better.

## *the NES role*

The National Employment Service provides a free public employment service to all residents of Canada. Its prime purpose is to ensure, in co-operation where necessary with other public and private bodies concerned, the best possible organization of the employment market as an integral part of the national program for the achievement and maintenance of full employment and the development and use of productive resources, including human resources.

Within the framework of this policy, NES recognizes the particular needs and problems of inexperienced youth seeking entrance to the labour market. Because it has expert knowledge of the

ever-changing qualifications required of the labour force, NES believes it has a vital message for the youth of Canada. The most opportune time for students to benefit from such information is while they are still in school. For these reasons, and while recognizing that guidance of students in schools is the responsibility of educational authorities, NES offers its services to schools to assist them in helping young people prepare for the world of work.

## *students in school*

Recognizing the value of such a program to their students, principals and guidance teachers of many schools across the country have accepted the NES offer.

Designated NES officers are assigned to work with students and, in larger centres where the volume of work is great, there are sections allocated to this work. Local office staff address student assemblies or classes, describing and interpreting the relationship between education and employment. Young people are encouraged to achieve as much education as possible; their opportunity while in school to develop desirable attributes required in the world of work is emphasized; the wisdom of working hard every day in school is shown as the most direct and efficient way to gain entrance into the labour force. Information is provided about occupations, industries, trends and training opportunity.

Additionally, NES participates in observance of Career Days or Nights, Job Clinics, Job Fairs or Conferences, as they are variously termed in different parts of Canada. In some centres these events are promoted either by schools

or service organizations or both in conjunction with NES. NES sees its role as one of supporting the school guidance program with regard to the in-school population.

## *students out of school*

NES accepts responsibility for guidance of those youths who have finished their schooling and who seek employment. Whether they are graduates or drop-outs, the need for assistance to enter the labour force is nearly universal. NES helps by providing employment counselling and placement. In many parts of the country, schools co-operate with NES counsellors, supplying information about individual students on a confidential basis. This information is used as an aid to the counsellor and the youth in the counselling sessions, helping the young person to relate to occupational fields for which he has aptitudes or abilities and avoiding occupations for which he lacks potential.

Specific occupational, industrial and labour market information is provided according to the individual's needs. When appropriate, employment counselling culminates in referral to training; in other cases, youths are placed in employment consistent with the occupational goal identified by them in the counselling process. Needless to say, the information provided by schools is of inestimable value in helping youthful applicants to find their places in the labour force where they may contribute at their maximum and thus achieve personal satisfaction.

NES is happy to provide schools with information about young people referred to it. Placement and/or referral to